King, Valerie A.

From: King, Valerie A.
Sent: Wednesday, August 15, 2001 3:07 PM
To: Elves, Robert G.
Subject: RE: August Project Review

No problem...by the way - I was just getting ready to send a note asking to receive copies of your presentation(s) in advance. (I will need to make hard copies available.)

Could I have your 8/27 presentation by 8/24? I won't need the other presentation until the 29th. Let me know if this will be a problem.

Thanks,
Valerie

-----Original Message-----
From: Elves, Robert G.
Sent: Wednesday, August 15, 2001 2:04 PM
To: King, Valerie A.
Subject: RE: August Project Review

Thanks - I didn't see the attachment before.
Best regards,
Robbie Elves

-----Original Message-----
From: **King, Valerie A.**
Sent: Wednesday, August 15, 2001 2:00 PM
To: Elves, Robert G.
Subject: FW: August Project Review

Robbie,
In response to your questions, see my original note below. If any other questions, let me know.

Thanks,
Valerie

-----Original Message-----
From: King, Valerie A.
Sent: Tuesday, July 24, 2001 2:56 PM
To: Elves, Robert G.
Subject: August Project Review

Robbie,
Per our discussion, I attach the tentative agenda for the August project review (Harm Reduction). I will circulate a final agenda closer to the review.

I am also attaching the presentation template that project leaders are being asked to use. It is suggested that project leaders keep the duration of their presentation to 5 minutes, so as to allow 10 minutes for discussion.

If you have any questions, please let me know.

Thanks,
Valerie

<< File: 7-24 DRAFT HR Review Agenda.doc >> << File: Project review template 0705.ppt >>

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